

# INDEPENDENCE TELECOM UTILITY

## MINUTES OF BOARD OF TRUSTEES

August 27, 2020

Call to Order: A regular meeting of the Board of Trustees of Independence Telecommunications Utility was called to order at 9:01 a.m. on August 27, 2020 in the administrative office building. Chairman Stephany Harvey presided via audio/video. Present at the meeting via audio/video were Trustees Gerald Stelter, Lance Fricke and Mike Lenius. Absent: Amber Hunt. Also, present were Kevin Sidles, Linda Kress, Josh Vandenburg, Melissa Hearn, Lans Flickinger and Jodi Dobson. Votes were unanimous unless indicated otherwise.

Consent Agenda: Inclusive of the minutes of the July 30, 2020 regular meeting, Bills #19692-9724 electronic payments #8803322-3371 and direct deposit advice #9902659-2675; Month end and operations reports were approved with a motion by Fricke, second by Lenius.

Business Conducted: 1) No public request or comment. 2) A motion by Fricke to amend the agenda to begin with New Business –2019 Audit Report, second by Lenius. 3) Baker Tilly CPA, Partner, Jodi Dobson presented an explanation of the 2019 Audit. 4) Kress reported August has entailed in-depth user training on the NorthStar Billing & CIS System; Infosend finalizing presentment options for ILPT Billing Statement with first statement to the customer mailed out on September 15, 2020; Conversion updates include a new Online Customer Self-Service tool – MyAccount which integrates with several entities to engage customers in one place to view usage, pay their bill, participate or get information about available customer programs. 5) Vandenburg reported **Internet** updates: a) C4 Utilization remains steady; b) Calix Utilization remains steady; **Construction** updates: a) Underground work has begun on NE; b) Fiber conversions have resumed; **Outage** updates: a) Small interruptions of Internet since Derecho; **Phone** updates: a) No changes; **Headend** updates: a) Clean up completed from removing old phone switch; **Cable TV** updates: a) Filing regarding FCC spectrum changes moved back two weeks. 6) Vandenburg reported upcoming items: **Construction:** a) Finish fiber conversions; b) Finalize main line underground on NE side; c) Begin drop installs on both SW & NE; **Phone:** a) Release Music on Hold to Hosted PBX customers; **Budgets:** a) Finalize 2021 capital improvement plan. 7) Discussion on Return to Learn internet access remote learning program/plan working with ICSD. 8) Consensus for Sidles and Vandenburg to propose a remote learning plan should the need arise.9) Discussion on “In Person” meetings. 10) Consensus for management to put together a plan accommodating Trustees attendance of meeting(s) by multiple means. 11) Old Business – Manager Review. 12) A motion by Stelter to table Management Review until next meeting, second by Fricke. 13) Stelter moved to go into closed session at 9:50 a.m. to discuss competitive information, Iowa Code 22.7(6), second by Fricke. 14) ITU back into regular session at 9:57 a.m.. 15) The next regular Board meeting will be Thursday September 24, 2020 at 9:00 a.m.. 16) An upcoming meeting has been set for Thursday October 29, 2020 at 9:00 a.m.. 17) An upcoming meeting has been set for Thursday November 19, 2020 at 9:00 a.m.. 18) Moved for adjournment at 10:01 a.m. with a motion by Stelter, second by Lenius.

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Stephany Harvey, Chairperson

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Mike Lenius, Secretary/Treasurer

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Date Approved